

Weekly Report for Week Ending 16 July 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

None

2. Assignments

25X1A9a a. OTR - Records Control Schedule [REDACTED]

25X1A2g Contacted the Admin. Officer, [REDACTED] and was promised the return of the signed schedule for the base within the week.

25X1A9a b. Suggestions Award Staff [REDACTED]

25X1A9a Preliminary review of the current suggestion file has been completed. JOT [REDACTED] has compiled a list of proposed subject headings to be used in the revised index card file.

25X1A9ac. OSI Subject Files [REDACTED]

No change from previous report.

25X1A9a ✓ d. Legislative Counsel [REDACTED]

25X1A9a The initial survey of the records maintained by the Staff has been completed from which a revised records control schedule will be prepared. Mr. [REDACTED] Chief of Legislative Counsel, is endeavoring to transfer to OCR Library the function of obtaining and distributing various types of Congressional material which may be of interest to Agency personnel.

25X1A9a e. Records Management Survey/Office of Personnel [REDACTED]

25X1A9a Mr. [REDACTED] Chief, Transactions and Records Branch/OP, was briefed on the various types of Open File Shelving, filing systems related thereto, and available filing supplies. Details were worked out regarding supplies and equipment needed to install a pilot installation. Requisitions for these supplies are now being prepared.

25X1A9a f. Office of Central Reference/IR Mock-up [REDACTED]

25X1A9a Discussed with Mr. [REDACTED] Building Planning Staff, the possibility of IR receiving credit for 77 4-drawer safe cabinets towards the purchase of new filing equipment needed for the installation. These safes have a replacement value of approximately \$33,000. New equipment will cost approximately \$15,000, and a secured area \$6,000-\$8,000. Mr. [REDACTED] indicated he may present 25X1A9a this information to the DD/I who previously did not approve the installation on the basis that it was too costly.

25X1X8

- g. Specialized Recruitment Branch, PPD, OP [REDACTED] 25X1A9a

Continued installation of Subject-Numeric File. To date, 20 cu. ft. of records have been disposed of, 5 by retirement to Records Center and 15 by destruction. Three safes (2 legal, 1 letter) have been returned to Supply Division, OL. Two files totaling 12 cu. ft. have been converted from legal to letter size folders. Eight improvements in records keeping practices have been installed. 25X1A9a

- h. RM Training for ARO/OP [REDACTED] 25X1A9a

Four hours were spent with Mrs. [REDACTED] new ARO designee for OP, training her in Records Maintenance and Disposition programs.

3. Vital Materials 25X1A9a

- a. Worked with Mr. [REDACTED] on the development of an exhibit to be used in the orientation of DD/I personnel during [REDACTED] 25X1A2g
- b. Received and reviewed drafts of current Vital Materials schedules from Office of Operations, Office of Central Reference, Office of Basic Intelligence, DD/S and General Counsel.
- c. Microfilming of Vital Materials in the Office of Security continues. This project is approximately 95% complete.
- d. The first deposit of the 70 mm negatives for the OCR/GR collection was made this week.

4. News

- a. The 2,000 new containers designed for 5 x 8 cards have been received and will be used in the Records Center for storing card files.

25X1A9a b. Miss [REDACTED] accompanied last weeks trip to the VM Repository to prepare for the [REDACTED] exercise. 25X1A2g

25X1A9a c. A special trip was made to [REDACTED] this week to transport two members from the Real Estate and Construction Staff, Messrs [REDACTED] for final inspection and acceptance of the new addition to the Records Center. 25X1A6a

25X1A9a d. Mr. [REDACTED] is participating in [REDACTED] 25X1A2g

- e. The Records Center addition has been inspected and accepted by representatives of the Real Estate and Construction Division/OL. Move into this space will begin next Monday.

[REDACTED] 25X1A9a